



# *Federal Labor Relations Authority*

## *Vacancy Announcement*

**Announcement No:** FLRA 06-03

**Position Title:** **Supervisory Accountant**

**Pay Plan, Series,  
and Grade:**

GS-510-14

**Salary Range:** \$91,407 - \$118,828 USD per year  
(Salaries include 2006 locality rate for the Washington DC area.)

**Opening Date:** February 8, 2006

**Closing Date:** March 6, 2006

**Position Information:** Full-Time Permanent

**Type of Appointment:** Competitive

**Promotion Potential:** None

**Number of Positions:** One

**Duty Location(s):** FLRA Office of the Executive Director  
Washington DC Metro Area

### **Who May Apply:**

Applications will be accepted from current Federal employees with Status serving under a career or career-conditional appointment, former Federal employees with Status reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Candidates applying under Interagency Career Transition Assistance Program (ICTAP) may apply who are located in the Washington, DC Commuting Area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

### **Travel and Relocation Expenses:**

Travel, transportation, and relocation expenses will not be paid by the agency. Any travel, transportation, and relocation associated with reporting for duty in this position will be the responsibility of the selected candidate.

### **Conditions of Employment:**

U.S. Citizenship.

Financial Disclosure and Security Investigation may be required.

### **Job Summary:**

The Supervisory Accountant reports directly to the FLRA Executive Director and supervises a small staff of accountant/accounting technician personnel. The incumbent has responsibility for the accounting function of the Agency, including the day-to-day operations of classifying and recording of financial transactions analyzing and interpreting the effects of transactions of the Agency's financial resources; developing, maintaining, and adjusting the Agency's accounting system; and applying accounting theories, concepts, principles and standards to meet the needs of Federal Labor Relations Authority management. The incumbent will be responsible for overseeing the preparation of the Agency's audited financial statement as mandated by the Chief Financial Officers Act of 1990, the Government Management Reform Act of 1994, and related statutes.

### **Major Duties:**

Serves as the Agency's technical expert in matters pertaining to proper accounting treatment and analysis of the Agency's accounting and finance activities.

Plans, directs, and provides professional guidance to subordinate staff for financial programs under legislation related to the preparation of the Agency's audited financial statements pursuant to the Chief Financial Officer Act, and preparation and transmission of FACTS I Adjusted Trial Oversees or prepares balance and FACTS II

budgetary reporting, by interpreting financial information derived from the Agency's accounting records and financial reports.

Directs, develops, and implements reporting and data integrity techniques and controls for the Agency's financial statements. Establishes internal controls, including implementing periodic reviews to evaluate the accuracy, completeness, and timeliness of transactions recorded in the Agency's system.

Interprets and evaluates financial data and compiles recurring and special reports for the Executive Director in areas related to the preparation of the Agency's financial statements. Performs special financial analyses and review in response to requests from the Executive Director in support of program studies.

Oversees the voucher process from beginning to end in effort to identify and resolve problems affecting efficiency and effectiveness of systems; reviews reports to isolate and track payment problems. Ensures the financial integrity is maintained for recording of transactions and results; develops controls to ensure transactions are executed in accordance with specific authorization; oversees the certification of daily payments, ensuring proper documentation and support exist; ensures the vendor payment schedule is accurate, properly documented and supported.

Oversees preparation of or prepares recurring and ad hoc reports to organizations external to the Agency including OMB, Treasury, Congress, GAO, and other agencies in areas related to the Agency's general ledger.

### **Qualifications Required:**

#### **Basic Requirements**

A. Education - successful completion of a bachelor's or higher degree in accounting or in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

*Note: In order to receive consideration, you must document degree (s) completed, including the field of study, number of semester or quarters hours completed and year degree received. Additionally, you must list completed course work to include course name, number of semester or quarters hours completed for the course, and grade received for the course, which supports the basic requirement. Only list course work, which supports the basic requirement.*

**OR**

B. Combination of Education and Experience – at least 4 years of experience in accounting or and equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Applicant's background must also include one of the following:

1. Twenty-four semester hours in accounting or auditing courses. This can include up to 6 hours in business law;
2. A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
3. Completion of the requirements for a degree that included 15 semester hours of course work in accounting or auditing, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

*Failure to provide this information will result in your application being considered incomplete and excluded from further consideration.*

**AND**

#### **Specialized Experience**

All applicants possess of one year of specialized experience equivalent to at least the Federal service GS-13 level.

*Specialized Experience is defined as experience that has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the work of this position. This type of experience would include performing professional accounting work administering an organization's accounting program and most if not all of the accounting systems servicing the organization, including planning the program; developing, revising or adapting accounting systems; developing accounting policies and procedures; operating and maintaining accounting systems; advising managers on the accounting aspects of agency operations, and assisting support personnel.*

**Foreign Education:**

Education completed in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Please list the foreign degree received, including the year. Also, include the name of the company (private organization) which interpreted your degree, as well as the foreign evaluation equivalency documented by the company.

*Failure to provide this information will result in your application being considered incomplete and excluded from further consideration.*

**Knowledge, Skills, and Abilities (KSA's):**

You must address each of the following KSAs in writing as an attachment to your application. When describing your KSAs, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, and the sensitivity of the issues you handled.

1. Demonstrated knowledge of generally accepted government accounting policies, procedures, and standards.
2. Demonstrated experience with the preparation of federal government accounting and financial management statements, including preparation and transmission of FACTS I Adjusted Trial Balance and FACTS II budgetary reporting.
3. Demonstrated leadership experience leading or directing a professional staff with diverse technical capabilities. Such experience must evidence effective organization, review, coordination, and leadership of subordinate staff and their work-product to achieve organizational goals.
4. Ability to develop and maintain agency-wide accounting procedures necessary to implement financial requirements and policies issued through OMB and other governmental entities (e.g., as applicable, financial reporting, debit and credit management, accounts payable, e-travel, prompt payment of vendors in accordance with the Prompt Payment Act, contract activities, employee debt, and audit and program disallowances, etc.)

*Failure to respond to the above listed KSAs in writing, as an attachment to your application, will result in your application being considered incomplete and excluded from further consideration.*

**Application Rating Process:**

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

**How To Apply For This Position:**

Please refer to the attached Checklist to ensure your application package is complete. Interested applicants must submit their resume with the information described on the attached "Application/Resume Checklist", so that the information is received at the following address by 5:00 p.m. Eastern Standard Time on the closing date of the announcement:

Mail: Federal Labor Relations Authority, Human Resources, 1400 K Street, NW, 4<sup>th</sup> Floor, Washington, DC 20005

Email: [resumes@flra.gov](mailto:resumes@flra.gov)

Fax: (202) 343-1006

To request a copy of this announcement, call the Job Line at (202) 218-7974 or (877) 303-8945. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>.

There is a statutory prohibition against using Government-franked envelopes to mail applications. Applications received in such envelopes will not be considered.

If additional information is required, please contact Ms. Nicho Clark-Pruett, Human Resources Specialist at (202) 218-7979.

**Special Remarks:**

- The selectee is subject to the completion of a one-year probationary period for assignment to a supervisory/managerial position, if not previously completed.
- If you are applying for a position and you are a person with a disability and need reasonable accommodation for any part of the application or hiring process, please notify the Agency at 202-218-7979. The decision whether to grant reasonable accommodation will be made on a case-by-case basis. Proof of eligibility for special consideration is required.
- Employees who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment of contracts for person services, are generally obligated to repay the full amount of the buyout to the agency that paid it.
- Failure to submit all required documents and information requested by the closing date of this announcement will result in your application not being considered.
- Materials submitted, as a part of your application will not be returned. Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder
- Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not previously done so, using an application form such as the OF-612.
- If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.
- Privacy Act Notice (PL93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Agency Mission:**

The Federal Labor Relations Authority (FLRA) is a small independent agency of approximately 200 employees responsible for administering the labor-management relations program for non-postal Federal employees worldwide. The FLRA organizational structure includes: the Authority, the Office of the General Counsel, and the Federal Service Impasses Panel. For additional FLRA information, please visit our website at: [www.flra.gov](http://www.flra.gov).

**Employee Programs and Benefits:**

Depending upon the position, the FLRA offers a variety of benefits, including flexible work schedules; opportunities to attend skills enhancing and skills-maintenance training; and monetary and non-monetary awards. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. All employees are paid by electronic funds deposit.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employees Retirement System permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

**THE FEDERAL LABOR RELATIONS AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

## **APPLICATION/RESUME CHECKLIST**

*To ensure full and proper consideration, your application/resume must contain the following information. Failure to submit this information may result in non-consideration for the position.*

### **Job Information**

- Vacancy number, position title and grades(s)

### **Personal Information**

- Full name, mailing address (with zip code), phone numbers (with area code)
- Social Security Number
- Country of citizenship
- Veterans' preference
- Reinstatement eligibility, if any
- Title and series of highest Federal civilian job held, if any

### **Education**

- High school (name, city, state and zip code); date of diploma or GED
- Colleges or universities (name, city, state, and zip code); Majors
- Type and year of degrees received (if no degree, show semester/quarter hours).
- *Transcripts – will be required at time of appointment if not previously submitted.*

### **Work Experience**

- Title (include specific dates held, number of hours worked per week and, if Federal job, reflect series and grade)
- Duties
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month, day, and year)
- Number of hours worked per week and beginning and ending salary for each experience
- Indicate if we may contact current supervisor

### **Other Qualifications**

- Training (title, hours, year)
- Special skills (e.g., computer software/hardware, typing speed, etc.)
- Current certificates and licenses (e.g., Bar membership; CPA)
- Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking)

### **Knowledge, Skills, and Abilities**

You MUST address the listed factors on a separate sheet of paper and attach it to your application.

### **Performance Appraisal**

Applicants MUST submit a copy of most recent performance appraisal or statement explaining reason for non-submission.

### **SF-50, Notification of Personnel Action**

Applicants MUST submit a copy of most recent SF-50, Notification of Personnel Action, reflecting grade, title, series, annual pay, and current Competitive or Excepted Service Status.

### **Background Questionnaire (Optional)**

You are requested to complete the attached OPM Form 1386B, Applicant Race and National Origin Questionnaire.

### **Veterans' Preference**

The following documented proof is required

- 5-point veteran's preference: DD-214, Certificate of Release or Discharge from Active Duty.
- 10-point veteran preference: SF-15 ([http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)), Application for 10-point Veteran Preference, plus the proof required by that form.

### **Disability Status**

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

### **CTAP or ICTAP Eligibility**

Individuals applying to competitive service positions who have priority consideration rights under the Interagency Career Transition Assistance Program (ICTAP) or the Agency CTAP must clearly annotate their eligibility and submit proof.

U.S. Office of Personnel Management  
**APPLICANT RACE AND NATIONAL ORIGIN QUESTIONNAIRE**  
 \* For use when applying to agencies based on scholastic achievement  
 \* Please complete items 1 through 7

Form approved:  
 O.M.B. 3206-0095

1) Name (Last, First, Middle Initial)	2) Date (Month, Day, Year)	3) Social Security Number (SSN)
4) Title of Position to Which Applying	5) Grade of Position	6) Location of Position

**IMPORTANT INFORMATION**

The United States District Court for the District of Columbia, in a Decree approved in a lawsuit entitled Luevano v. Newman, Civil Action No. 79-0271, has ordered that Federal Government agencies provide data on the race and national origin of applicants for certain Federal occupations. The position for which you are applying is one of those occupations.

You are requested to complete this form. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit. Submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

This form is authorized for use by the Office of Personnel Management ONLY for the purposes of complying with the requirements of the Luevano v. Newman Decree.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 (November 22, 1943) for the orderly administration of personnel records. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Public burden reporting for this collection of information is estimated to take approximately 8 minutes per response, including time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0095), Washington, D.C. 20503.

**RACE AND/OR NATIONAL ORIGIN**

- 7) The categories below provide descriptions of race and national origins. Read the Definition of Category descriptions and check the box next to the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. **NOTE: Please mark only one box!**

**Name of Category**

**Definition of Category**

- |   |  |
|---|--|
| <input type="checkbox"/> A. American Indian or Alaska Native  | A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.  |
| <input type="checkbox"/> B. Asian or Pacific Pacific Islander | A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa. |
| <input type="checkbox"/> C. Black, not of Hispanic Origin     | A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.                                   |
| <input type="checkbox"/> D. Hispanic                          | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.  |
| <input type="checkbox"/> E. White, not of Hispanic Origin     | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.    |
| <input type="checkbox"/> F. Other                             | A person included in another category.   |

**FOR AGENCY USE ONLY**

Series  	OPM Zone (see reverse)  	Category  	Comments
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OPM Form 1386B (1-90)